



11/15/2019

Re: Cover Letter - Request for Proposal #20-918-029

Submitted by:

Sierra Child & Family Services
Contact Person: Barry Harwell
PO Box 1987
Diamond Springs, CA 95619
Phone: (530)626-3105, Extension 101
Fax: (530)642-1233
Email: barryh@sierrachild.org

To Whom It May Concern:

Thank you for accepting this proposal in response to El Dorado County RFP #20-918-029 for the provision of school and community-based Dialectical Behavior Therapy (DBT) and First Episode Psychosis (FEP) services on El Dorado County's West Slope.

Sierra Child & Family Services (Sierra) was founded in 1988 to provide an array of residential, educational, and mental health services for children and families. Since 2002, Sierra has been El Dorado County's leading agency in delivering community and school-based mental health services, and we currently serve over 400 students through our multiple programs. With Sierra's recent addition of Student Outreach Centers located at several West Slope high schools, our staff are well positioned to expand our existing school partnerships to provide the services currently requested by El Dorado County Health and Human Services Agency.

By signing below, I certify that:

A. I have read and reviewed the Sample Agreement attached to this RFP as "Exhibit A", and agree to negotiate an agreement with the County which will include terms and conditions significantly similar to this agreement;

Adoptions – Foster Care – Mental Health
P.O. Box 1987 Diamond Springs, CA 95619 Tel 530/626-3105 Fax 530/642-1233
www.sierrachildandfamilyservices.org

B. I have read and understand the County's minimum insurance requirements and am capable and willing to meet and maintain the insurance minimums established by the County for the full term of the agreement with the County; and

C. Sierra's principle members are neither debarred nor suspended and are fully eligible to receive federal funds.

I further certify that I am authorized by Sierra's Board of Directors to contractually bind the agency to provide all services described within this proposal.

Sincerely,



Barry Harwell
Executive Director

Adoptions – Foster Care – Mental Health

P.O. Box 1987 Diamond Springs, CA 95619 Tel 530/626-3105 Fax 530/642-1233
www.sierrachildandfamilyservices.org

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PROPOSAL NARRATIVE

Executive Summary

Sierra Child and Family Services (Sierra) was founded in 1988 and has provided mental health services to youth and families since its inception. Dialectical Behavior Therapy (DBT) has been a significant component in all of our programs, which have included residential treatment, nonpublic schools, foster care, and an array of mental health programs. Our school-based clinicians currently utilize the Alec Miller model for outpatient DBT services and have found it quite adequate to meet the needs of students.

We also have staff who are quite familiar with the NAVIGATE Model for assisting individuals and families of individuals who have experienced First Episode Psychosis (FEP). Our team has a broad base of experience in the treatment of psychosis and is very committed to the comprehensive approach recommended by the NAVIGATE model.

Across all Sierra programs, approximately 65% of our clients are Transition Age Youth (TAY). We serve TAY in foster care, outpatient mental health, and in public school-based programs. Our TAY clients present with multiple challenges in addition to their struggles with mental health, including developing job skills, access to education, financial deficits, physical health needs, and often a profound lack of trust in the system designed to help them. Sierra has specialized in bringing together community resources and facilitating teams to support these difficult challenges for our TAY population.

Sierra is a Nonpublic Agency (NPA) certified by the California Department of Education (CDE) to provide certain school-based mental health and counseling services. In October 2019, Sierra's NPA began a pilot project in partnership with the El Dorado Union High School District (EDUHSD) to create Student Outreach Centers at each of the district's five high schools. Through these Centers we have been able to reach out to students suffering from emotional stress, provide brief supportive services, and linkages to community resources to ensure long-term community-based support.

The Student Outreach Centers create a perfect setting from which to launch the DBT and FEP services sought by this RFP. Combining all services into one physical location at each campus will give students and faculty a clear vision of where to go to receive any level of mental health support or evaluation. Sierra is the only NPA with this level of partnership with EDUHSD and is best qualified to provide the services being sought by the County.

Detailed Discussion

A. Sierra clinicians are currently providing DBT services using Alec Miller's Model at two West Slope high schools. Groups span 12-14 weeks, and coincide with the semester calendar published by the high school district. If awarded this contract, Sierra will have the ability to expand offerings at current sites, as well as additional sites identified by EDCBH. Expanded services will include offerings for parents to participate in a six-week Parent / Family Skills group, development of Peer Skills Coaches, and socialization activities during program breaks. Sierra will also use the summer break in school to assess the needs of incoming freshman identified by elementary schools to be struggling with mental health issues, and to increase training of district staff to understand and utilize DBT skills in their interactions with students.

Groups, including light snacks when appropriate, will be conducted on campus or in the community during school breaks, and can be scheduled at any time during the day to maximize student participation. Sierra has developed a network of communication within EDUHSB including faculty and parents, providing education and outreach to adults who will be critical in identifying students for these programs.

Sierra has an established contract with EDCBH to provide Student Outreach Centers at five high schools on the West Slope. From these initial bases of operation, Sierra will identify staff interested and / or experienced with the NAVIGATE model to provide FEP services. The NAVIGATE model will provide the framework for services to be provided. Building from these bases, clinical staff can expand services to other schools or areas of the community as identified and directed by EDCBH. Having a location at each high school will be critical to implementation, but services can also be mobile, and Sierra will provide transportation assistance to those who need it. Our staff will work with family teams to identify activities in the community that will help solidify skills, which may include all areas of daily independent living. For those clients requiring residential care, Sierra staff will actively participate in referral, treatment planning and coordination of services for the individual and his or her family.

B. Students successfully completing all DBT modules who no longer show risk of mental health issues will be encouraged to become Peer Skills Coaches. In addition, staff assigned to our campus-based programs have regular in-person contact with students, as well as the ability to visit classrooms, student leadership groups, communicate electronically through an established text line, and through social media platforms. If awarded, Sierra will have the staff capability to expand upon these activities, reaching larger numbers of students who may wish to become Peer Skills Coaches. Each of the current high schools have existing groups of students who are very committed to creating an environment of mental health, wellness, and safety. Sierra staff will be able to assist these students in their goals, providing education and support to youth and their families, and could create new opportunities to develop Peer Skills Coaches.

C. As Sierra began researching the recent history of the DBT services subject to this RFP, we interviewed school counselors, administrators, and previous providers, and all agreed the most difficult groups with which to engage were parents. While many parents historically expressed support for their children to receive services, actual participation in the process was rare. This will continue to be a challenge, but we believe there will be additional tools available to reach out to parents should Sierra be awarded the contract.

Sierra has access to district sponsored electronic communication (Parent Square, for example) and has the ability to send regular outreach messages to parents providing information about available DBT groups. Sierra staff also have daily contact with counseling and psychological staff at all sites, as well as structured meetings at each site to advance the mission of the Student Outreach Centers. These communications will create additional vehicles to deliver information about DBT services. Further, previous offerings appear to have been limited to a small number of sites. Should Sierra be awarded the contract, we can use the five Student Outreach Centers to provide more locations and flexibility for parents who would like to participate in groups before, during, or after school.

D. Sierra serves as EDUHSD's largest existing partner for the provision of campus-based mental health services and has daily communication with key staff at each site within the district. The faculty at each site have also formed teams to advance the mission of the Student Outreach Centers on their campus, and these teams meet as often as weekly. Sierra will use these existing lines of communication to advance DBT and FEP services districtwide.

Sierra has, at minimum, weekly meetings with EDCBH staff. For additional schools identified for services by EDCBH, Sierra has a very long history of collaboration which includes every district in the county and the El Dorado County Office of Education. Should we be called upon to expand to more sites, we have the knowledge and experience to do so.

E. With the recent addition of the Student Outreach Centers, Sierra researched a company named Social Solutions and purchased their advanced case management software, Apricot 360. Using this software, we have been able to create all documents within the system to specifically target and track the outcomes data desired by EDCBH. Most of the goals and outcomes sought by this RFP are already programmed into our system. If a contract is awarded to Sierra, we will simply need to update the system with any requirements sought by EDCBH, and the system will guide our staff toward the program objectives. We will be able to begin collecting data and monitoring program goals on day one.

F. If Sierra is awarded, we will immediately begin seeking qualified staff and preparing with school sites for implementation. Because Sierra already has an established partnership with EDUHSD and is operating Student Outreach Centers which will provide a base of operations for the services sought by this RFP, we anticipate DBT services can begin the same day a contract is finalized by the Board of Supervisors.

FEP services utilizing the NAVIGATE model will be more difficult to entirely implement given the time constraints of this RFP. Sierra will be able to immediately implement core aspects of the model upon approval of a contract, but there are multiple levels of cooperation required to attain the full fidelity of the model, and those relationships will take time to develop. The model calls for six or more team members to participate in coordinated efforts to assist individuals experiencing signs of psychosis, and to support families as they learn coping skills and develop resiliency. To accomplish this under this proposal will require many of the roles to be combined and identification of willing community partners to commit to the model. If Sierra is awarded, EDCBH anticipates the initial agreement may not be approved until March 2020, leaving less than four months until expiration at the end of June. That simply isn't enough time to establish a strong program with this level of complexity in our small community. In fact, given the small number of participants anticipated by EDCMH, it's possible the program will not receive any referrals before the end of the fiscal year.

However, Sierra staff have been identifying and supporting transition age youth since the early 2000s, providing EPSDT Specialty Mental Health services through contracts with multiple counties. Our staff are well suited to take on this project, utilizing knowledge of the community gained over the past 20 years. Any FEP referrals received in the final months of the contract year will receive the utmost care and coordination available. While there is no stated guarantee of continued funding after June 2020, Sierra will be able to use the final months of the funding period to meet immediate client needs and to lay a program foundation should grant funding be renewed in subsequent years.

Capabilities and Experience

A. All Sierra clinicians are trained to provide DBT services. In August 2019, Sierra partnered with EDUHSD to offer a two-day DBT workshop to all interested faculty, counseling and psychological staff, as well as other interested members of the community. This training was provided in preparation for a districtwide offering of DBT groups for students and families at each of the five district high schools. As mentioned above, Sierra staff began providing groups at two of the five high schools this fall utilizing the Alec Miller Model, and we have programmed our case management software to capture much of the outcomes data called for in this RFP.

Sierra is not currently engaged in working with the NAVIGATE model. However, our clinical team has vast experience working with individuals experiencing psychosis. Our clinical managers have reviewed the program and are confident in our team's ability to provide services. Additionally, Sierra has the added benefit of employing a local clinician, Katie Hilbert, who was formerly employed by EDCBH and was assigned to lead the county DBT and FEP

programs described in this request. Ms. Hilbert will be instrumental in providing experience and guidance as both programs develop should Sierra be awarded the proposal.

B. Sierra has purchased materials outlining the Alec Miller Model, and all materials are available to our staff in both printed and digital form. Our staff meet weekly to discuss implementation of the current program as it is being offered. We have also programmed our electronic software to guide clinicians to compliance with the model and the outcomes data set forth in this RFP.

Extensive materials are available online to guide teams working with FEP individuals, for implementation of the NAVIGATE program, and specific coaching and workshops are also available upon request. Sierra will actively seek assistance from the NAVIGATE consultants to maintain the fidelity of the model as we utilize local community resources to meet program objectives.

C. Sierra has been working with transition age youth since our founding in 1988, through our residential treatment program, nonpublic schools and agencies, foster family agency, and our outpatient mental health programs in El Dorado, Amador and Calaveras counties. Our relationship with the local high school district also began in 1988, and has evolved over the years such that Sierra is now the primary NPA providing mental health services within the EDUHSD. Sierra is currently the only NPA certified by the California Department of Education (CDE) with a consistent on-campus presence in the EDUHSD. Our staff are located at all sites and provide an array of services weekly to over 250 students. In addition, Sierra is also the only NPA providing similar services to schools in Amador and Calaveras counties.

D. All clinicians employed by Sierra are trained to provide DBT. All clients in all programs of the agency have access to DBT skills training should their treatment plan call for such.

E. In just the first month of operation this year, our student outreach staff identified two individuals experiencing signs of FEP. Our team was able to assist these students and their families to access services through their private insurance plans, and we continue to provide follow-up case management. Within this request, EDCBH estimates there to be perhaps 150 transition age youth per year who may experience a FEP. When those youth have been identified in the past, they have commonly been referred to Sierra for treatment. While the numbers are small, our agency staff are continually working with this population.

F. Attached is the roster of Sierra's clinical staff currently assigned and approved by the CDE to provide campus based mental health services. In addition to these 13 licensed or waived clinicians, Sierra employs approximately 35 more individuals comprised of clinicians, social workers, and rehabilitation specialists. All could be called upon to assist with aspects of this RFP.

Sierra's staff are widely regarded as the strongest team of mental health professionals in the county. Among our staff are longtime El Dorado County residents, including six former employees or managers with EDCBH, who are extremely knowledgeable of resources within the county. Sierra is the only NPA with an on-campus presence in the EDUHSD, and the district has committed space at each campus for Sierra to operate and expand programs as funds become available.

This combination of staffing, stability, experience, and relationship with EDUHSD uniquely qualifies Sierra as the best organization to achieve the results sought by the County.

G. Since our founding in 1988, Sierra has managed a blend of federal, state, and local revenues totaling over \$100 million. Over the course of that time, the agency has been subject to countless audits, reviews, and accreditations and there has never been a finding of inadequacy in tracking direct costs, expenditures, and activities. Sierra uses password protected web-based accounting software that enables full transparency of all transactions for our Board of Directors, accountants, and auditors.

DBT-FEP Cost Proposal

A. Personnel Costs					
Staff / Position	Salary/Rate Per Hour	Cost Per Hour (Including benefits)	Total Hours Projected	Total Cost - DBT	Total Cost - FEP
Clinician	\$40.00	\$48.00	3120	\$74,880.00	\$74,880.00
Mental Health Worker	\$25.00	\$32.00	416	\$13,312.00	N/A
A. Personnel Costs Total:				\$88,192.00	\$74,880.00
B. Other Expenses (Supplies and Materials)				DBT	FEP
Literature, educational materials, pamphlets, and other outreach materials/supplies (Costs capped at \$1,500 for DBT and \$1,500 for FEP)				\$500.00	
Outreach and engagement activities including but not limited to food and transportation (Costs capped at \$12,750 for DBT and \$3,375 for FEP)				\$9,000.00	\$1,000.00
Socialization Activities - See Description in "Section II: Scope of Services" (Costs capped at \$3,750 for DBT and \$1,500 for FEP)				\$2,500.00	
Non-Mental Health Supportive Services - Costs include services and/or goods utilized to support treatment plan goals and must be identified in the treatment plan. Otherwise, costs may be services and/or goods ancillary to providing FEP services including additional supportive services to specifically address a client's medical necessity. (Costs capped at \$10,000 for FEP only)					\$5,000.00
Travel Related Costs (Rates consistent with Exhibit "B")				N/A	N/A
B. Other Expenses Total:				\$12,000.00	\$6,000.00
A. Personnel Costs + B. Other expenses =				\$100,192.00	\$80,880.00
C. Administrative / Indirect Costs (Not to exceed 10% of Personnel Costs and Other Expenses without a federally approved ICRP)					
Grand Total (A. Personnel + B. Other + C. Indirect):				\$100,192.00	\$80,880.00

**Staff Resources
and
Credentials**

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 17553

NAME: HAFFNER, CHEREE ANNETTE

LICENSE TYPE: LICENSED CLINICAL SOCIAL WORKER

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

2955 CRYSTAL SPRINGS RD
CAMINO CA 95709-9612
EL DORADO COUNTY

ISSUANCE DATE

JULY 20, 1995

EXPIRATION DATE

MARCH 31, 2021

CURRENT DATE / TIME

OCTOBER 15, 2019
9:10:04 AM

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 19274

NAME: HUGHES, KIMBERLY FRANCES

LICENSE TYPE: LICENSED CLINICAL SOCIAL WORKER

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

PO BOX 1987
DIAMOND SPRINGS CA 95619
EL DORADO COUNTY

ISSUANCE DATE

JUNE 1, 1999

EXPIRATION DATE

OCTOBER 31, 2020

CURRENT DATE / TIME

OCTOBER 15, 2019
9:12:15 AM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 7248

NAME: OWENS, JENNIFER LAURA

LICENSE TYPE: ASSOCIATE PROFESSIONAL CLINICAL COUNSELOR

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

2213 CLINTON AVE
ALAMEDA CA 94501-4927
ALAMEDA COUNTY

ISSUANCE DATE

OCTOBER 22, 2019

EXPIRATION DATE

OCTOBER 31, 2020

CURRENT DATE / TIME

OCTOBER 28, 2019
12:00:31 PM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 85877

NAME: WADKINS, KARELIN SUE

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

PREVIOUS NAMES: GRAY, KARELIN SUE ♦ WRIGHT, KARELIN SUE

ADDRESS OF RECORD

1660 E ROSEVILLE PKWY
SUITE #100
ROSEVILLE CA 95661-3988
PLACER COUNTY

ISSUANCE DATE

MARCH 17, 2015

EXPIRATION DATE

NOVEMBER 30, 2020

CURRENT DATE / TIME

MAY 23, 2019
1:52:22 PM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 73529

NAME: REED, RUSSELL ALAN

LICENSE TYPE: ASSOCIATE CLINICAL SOCIAL WORKER

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

PO BOX 699

DIAMOND SPRINGS CA 95619-0699

EL DORADO COUNTY

ISSUANCE DATE

SEPTEMBER 19, 2016

EXPIRATION DATE

SEPTEMBER 30, 2020

CURRENT DATE / TIME

OCTOBER 15, 2019
9:15:48 AM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 29496

NAME: GOODE, FRANCES

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

PO BOX 265
DIAMOND SPRINGS CA 95619-0265
EL DORADO COUNTY

ISSUANCE DATE

JULY 1, 1992

EXPIRATION DATE

OCTOBER 31, 2021

CURRENT DATE / TIME

OCTOBER 15, 2019
9:16:42 AM

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 42743

NAME: DARNELL, JENYN

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

685 PLACERVILLE DR #361
PLACERVILLE CA 95667
EL DORADO COUNTY

ISSUANCE DATE

JANUARY 19, 2006

EXPIRATION DATE

AUGUST 31, 2021

CURRENT DATE / TIME

OCTOBER 15, 2019
9:17:54 AM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 107452

NAME: HILBERT, KATE LYNNE

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

PREVIOUS NAMES: ANDERSON, KATE LYNNE

ADDRESS OF RECORD

6636 FERRITE ST
EL DORADO CA 95623-4822
EL DORADO COUNTY

ISSUANCE DATE

JULY 2, 2018

EXPIRATION DATE

JULY 31, 2020

CURRENT DATE / TIME

SEPTEMBER 17, 2018
10:19:18 AM

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 105957

NAME: JOHNSON, TAYLOR KATHERINE

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

3609 EAGLE VIEW DR
CAMERON PARK CA 95682-8614
EL DORADO COUNTY

ISSUANCE DATE

APRIL 17, 2018

EXPIRATION DATE

APRIL 30, 2020

CURRENT DATE / TIME

OCTOBER 15, 2019
9:19:17 AM

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 84344

NAME: SIMPSON, DANIEL ANTHONY

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

PO BOX 424
SUTTER CREEK CA 95685-0424
AMADOR COUNTY

ISSUANCE DATE

DECEMBER 29, 2014

EXPIRATION DATE

NOVEMBER 30, 2020

CURRENT DATE / TIME

OCTOBER 15, 2019
9:20:07 AM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 80071

NAME: PEKARCIK, KAREN E

LICENSE TYPE: LICENSED CLINICAL SOCIAL WORKER

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

PO BOX 1240

VALLEY SPRINGS CA 95252-1240

CALAVERAS COUNTY

ISSUANCE DATE

OCTOBER 24, 2017

EXPIRATION DATE

OCTOBER 31, 2021

CURRENT DATE / TIME

OCTOBER 15, 2019
9:20:56 AM

CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES

LICENSING DETAILS FOR: 34860

NAME: BALME, ERIC JAMES

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

ADDRESS OF RECORD

705 PLEASANT VALLEY RD
DIAMOND SPRINGS CA 95619-9219
EL DORADO COUNTY

ISSUANCE DATE

JULY 7, 1998

EXPIRATION DATE

FEBRUARY 29, 2020

CURRENT DATE / TIME

JUNE 3, 2018
4:07:46 PM

**CALIFORNIA BOARD OF BEHAVIORAL
SCIENCES**

LICENSING DETAILS FOR: 105863

NAME: UPPENDAHL, COURTNEY JEAN

LICENSE TYPE: LICENSED MARRIAGE AND FAMILY THERAPIST

PRIMARY STATUS: LICENSE RENEWED & CURRENT

PREVIOUS NAMES: TURNER, COURTNEY JEAN

ADDRESS OF RECORD

PO BOX 1312
EL DORADO CA 95623-1312
EL DORADO COUNTY

ISSUANCE DATE

APRIL 9, 2018

EXPIRATION DATE

AUGUST 31, 2021

CURRENT DATE / TIME

OCTOBER 15, 2019
9:08:56 AM